

CHECK LIST FOR SOLAR PANEL INSTALLATIONS

REQUIREMENTS FOR PERMIT SUBMITTAL:

Before approval and issuance of permit (s) for solar panel / photovoltaic systems, the applicant shall submit four (4) sets of plans (2 for Fire Prevention and 2 for Building) which are drawn to scale, readable, legible.

Note location on plans of each item in margin on right.

- 1) Title Sheet must include:
 - a. Project address;
 - b. Owner's name address, and phone number;
 - c. Name, address, phone number of person preparing the plans;
 - d. Scope of work statement;
 - e. Sheet index indicating each sheet title and number;
 - f. Legend for symbols, abbreviations, and notations used in the drawing;
- 2) Residential or Non – residential Page_____
- 3) What is the system KW rating? _____ Page_____
- 4) Solar Installer Company_____ Page_____
- 5) Is this an inter-tie or stand alone system? Page_____
- 6) Is this an uninterrupted power supply (UPS) system (i.e., battery back - up) Yes__ No__ Page_____
- 7) If yes, give the number, size and location of the batteries Page_____
- 8) If the panels are angled other than the existing roof pitch, provide wind load calculations. Page_____
- 9) If rooftop mounted, how many layers and what types of existing roofing do you have under the panels?_____ Page_____
- 10) Provide roof plan and a framing cross-section showing roof slope, size, spacing, span and direction of existing rafters. ***Note: If rafters are over spanned, provide framing details for the proposed rafter strengthening. A building permit is required for any new framing.*** Page_____

- 11) Indicate style, diameter, length of embedment of bolts (i.e., 5/16" lags at minimum 3" embedment into framing) Page_____
- 12) Indicate number of bolts per panel (or alternately, sq.ft. of panel per bolt) Page_____
- 13) Provide a plot plan showing the property line locations, approximate location of all structures, the location(s) of panel installations, and the main service location. Page_____
- 14) Specify the locations of all the equipment and disconnects(i.e., located on exterior face of west wall of house and clarify any interior locations of equipment Page_____
- 15) Provide single line drawing of the electrical installation which includes the following information: PV panel layout, PV power source short circuit current rating, conductor size, type, locations and length of runs, wiring methods, grounding points, inverter location, disconnect locations, battery locations (if applicable), point of connection to existing electrical system. Include the existing service size and number of meters. Page_____
- 16) Provide manufacturer's specification sheets on all components including but not limited to inverters and panels, include the make, model, listing, size, weight, etc. Page_____
- 17) Provide weight, in pounds per square foot, of completely install system. Page_____
- 18) For structures with sloped roofs, a 3' of clearance is required on both sides of any ridge. Page_____
- 19) Provide a 3' access to top of ridge. Page_____
- 20) Provide the overall height of structure with the solar panels attached (the overall height of structure and panels may not exceeds the limits of the zoning ordinance). Page_____
- 21) Rooftop solar panels installed on homes in the Hillside Overlay Zone require approval of the City's Community Development Department. Page_____
- 22) Provide Note: All work to comply with the 2010 CBC, CMC, CPC AND CEC ART. 690. Page_____
- 23) Provide 8-1/2x11 plot plan to include panel location, owner name, project address and north arrow.
- 24) Fill in 'BMP' form, signed and dated, and include one with each plan set. Page_____